

**State of Connecticut**  
*Department of Social Services*  
925 Housatonic Avenue λ Bridgeport, Connecticut 06606-5700

**POSTING DATE:** November 16, 2006

**CLOSING DATE:** November 30, 2006

**ANTICIPATED ELIGIBILITY SERVICES WORKER VACANCIES**  
**MULTIPLE WESTERN REGION LOCATIONS**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

THE DEPARTMENT OF SOCIAL SERVICES IS PRESENTLY RECRUITING FOR **ELIGIBILITY SERVICES WORKERS** (These positions may be under-filled at the level of Social Services Trainee or Connecticut Careers Trainee).

**OPEN TO:** The Public and State Employees

**LOCATIONS:** Bridgeport, Danbury, Stamford, Torrington and Waterbury

**BARGAINING UNIT:** Social and Human Services (P-2)

**SALARY RANGES:** Social Services Trainee Range: \$35,550.00 - \$45,352.00 annually  
Connecticut Careers Trainee Range: \$37,253.00 - \$47,391.00 annually  
Eligibility Services Worker Range: \$45,197.00 - \$56,671.00 annually

**DUTIES AND RESPONSIBILITIES:** Interviews individuals to obtain information; determines and grants services and public assistance; researches, verifies and evaluates statements given by clients and other factors to ensure compliance with program eligibility requirements; enters and modifies all relevant case eligibility information in the Eligibility Management System database; provides periodic cycle of eligibility redetermination services to ensure correct client benefits level; assists clients with application and receipt of various federal, state and municipal social services benefits; acts as liaison with local, State and Federal Agencies regarding determination and coordination of client eligibility and awards; provides information regarding state public assistance programs to clients, social service agencies, attorneys and the public; prepares detailed summaries and acts as agency representative in the Fair Hearings process; performs related duties as required.

**EXPERIENCE AND TRAINING:**

**SOCIAL SERVICES TRAINEE**

General Experience: Two (2) years' experience providing social services to individuals or families in need or performing basic technical or complex clerical duties, which would lead to, the acquisition of the knowledge, skills and abilities outlined above.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

**CONNECTICUT CAREERS TRAINEE**

Possession of a Bachelor's or Master's Degree. In specific job areas, a degree in a field related to that job area may be required.

**ELIGIBILITY SERVICES WORKER**

General Experience: Five (5) years' experience in the determination of client eligibility for public assistance or in the investigation of client capital assets in relation to eligibility determination.

Substitutions Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- 2) A Master's degree in a related area may be substituted for the General Experience.
- 3) Two (2) years as a Social Services Trainee may be substituted for the General Experience.
- 4) Eighteen (18) months as a Pre-Professional Trainee may be substituted for the General Experience.

**Note:** These positions will be filled by candidates who are eligible for appointment as an Eligibility Services Worker, Social Services Trainee or Connecticut Careers Trainee, or the positions may be filled by mandatory candidates from existing Reemployment / SEBAC lists to whom we are obligated to give priority consideration.

**APPLICATION PROCEDURE:** Candidates should forward a completed State of Connecticut Employment Application (Form PLD-1), which can be obtained from the State of Connecticut's Department of Administrative Services Human Resources Services website at [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS), by November 30, 2006 to:

**LYNN GELZHEISER, PRINCIPAL HUMAN RESOURCES SPECIALIST**  
Department of Social Services  
925 Housatonic Avenue  
Bridgeport, Connecticut 06606

***NOTE:** The Department of Social Services thanks all applicants, but advises that only those selected for interviews will be contacted. Thank you for your interest.*

**An Equal Opportunity / Affirmative Action Employer**